PAPERWORK REDUCTION ACT SUBMISSION

Please read the instructions before completing this form. For additional forms or assistance in completing this form, contact your agency's Paperwork Clearance Officer. Send two copies of this form, the collection instrument to be reviewed, the supporting statement, and any additional documentation to: Office of Information and Regulatory Affairs, Office of Management and Budget, Docket Library, Room 10102, 725 17th Street NW, Washington, DC 20503.

1. Agency/Subagency originating request

2. OMB control number   b. [ ] None

    a. _____ - _____

3. Type of information collection (*check one*)

a. [ ] New Collection

b. [ ] Revision of a currently approved collection

c. [ ] Extension of a currently approved collection

d. [ ] Reinstatement, without change, of a previously approved collection for which approval has expired

e. [ ] Reinstatement, with change, of a previously approved collection for which approval has expired

f. [ ] Existing collection in use without an OMB control number

For b-f, note Item A2 of Supporting Statement instructions

4. Type of review requested (*check one*)
a. [ ] Regular submission
b. [ ] Emergency - Approval requested by _____ / _____ / _____
c. [ ] Delegated

5. Small entities
Will this information collection have a significant economic impact on a substantial number of small entities?   [ ] Yes   [ ] No

6. Requested expiration date
a. [ ] Three years from approval date b. [ ] Other Specify: _____ /

7. Title

8. Agency form number(s) (*if applicable*)

9. Keywords

10. Abstract

11. Affected public (*Mark primary with "P" and all others that apply with "x"*)
a. ___ Individuals or households   d. ___ Farms
b. ___ Business or other for-profit e. ___ Federal Government
c. ___ Not-for-profit institutions   f. ___ State, Local or Tribal Government

12. Obligation to respond (*check one*)
a. [ ] Voluntary
b. [ ] Required to obtain or retain benefits
c. [ ] Mandatory

13. Annual recordkeeping and reporting burden
  a. Number of respondents _____
  b. Total annual responses _____
    1. Percentage of these responses collected electronically _____ %
  c. Total annual hours requested _____
  d. Current OMB inventory _____
  e. Difference _____
  f. Explanation of difference
    1. Program change _____
    2. Adjustment _____

14. Annual reporting and recordkeeping cost burden (*in thousands of dollars*)
  a. Total annualized capital/startup costs _____
  b. Total annual costs (O&M) _____
  c. Total annualized cost requested _____
  d. Current OMB inventory _____
  e. Difference _____
  f. Explanation of difference
    1. Program change _____
    2. Adjustment _____

15. Purpose of information collection (*Mark primary with "P" and all others that apply with "X"*)
a. ___ Application for benefits   e. ___ Program planning or management
b. ___ Program evaluation   f. ___ Research
c. ___ General purpose statistics g. ___ Regulatory or compliance
d. ___ Audit

16. Frequency of recordkeeping or reporting (*check all that apply*)
a. [ ] Recordkeeping   b. [ ] Third party disclosure
c. [ ] Reporting
    1. [ ] On occasion 2. [ ] Weekly   3. [ ] Monthly
    4. [ ] Quarterly   5. [ ] Semi-annually   6. [ ] Annually
    7. [ ] Biennially   8. [ ] Other (describe) _____

17. Statistical methods
Does this information collection employ statistical methods
    [ ] Yes   [ ] No

18. Agency Contact (person who can best answer questions regarding the content of this submission)

Name: _____
Phone: _____

19. Certification for Paperwork Reduction Act Submissions

On behalf of this Federal Agency, I certify that the collection of information encompassed by this request complies with 5 CFR 1320.9

NOTE: The text of 5 CFR 1320.9, and the related provisions of 5 CFR 1320.8(b)(3), appear at the end of the instructions. *The certification is to be made with reference to those regulatory provisions as set forth in the instructions.*

The following is a summary of the topics, regarding the proposed collection of information, that the certification covers:

(a) It is necessary for the proper performance of agency functions;

(b) It avoids unnecessary duplication;

(c) It reduces burden on small entities;

(d) It used plain, coherent, and unambiguous terminology that is understandable to respondents;

(e) Its implementation will be consistent and compatible with current reporting and recordkeeping practices;

(f) It indicates the retention period for recordkeeping requirements;

(g) It informs respondents of the information called for under 5 CFR 1320.8(b)(3):

(i)   Why the information is being collected;

(ii) Use of information;

(iii) Burden estimate;

(iv) Nature of response (voluntary, required for a benefit, mandatory);

(v)   Nature and extent of confidentiality; and

(vi) Need to display currently valid OMB control number;

(h) It was developed by an office that has planned and allocated resources for the efficient and effective management and use of the information to be collected (see note in Item 19 of instructions);

(i) It uses effective and efficient statistical survey methodology; and

(j) It makes appropriate use of information technology.

If you are unable to certify compliance with any of the provisions, identify the item below and explain the reason in Item 18 of the Supporting Statement.

Signature of Senior Official or designee	Date

Agency Certification (signature of Assistant Administrator or head of MB staff for L.O.s, or of the Director of a Program or Staff Office)	
Signature	Date
Signature of NOAA Clearance Officer	
Signature	Date

**SUPPORTING STATEMENT FOR COLLECTION OF INFORMATION
AMERICAN FISHERIES ACT
RECORDKEEPING AND REPORTING
FOR THE ALASKA BERING SEA/ALEUTIAN ISLANDS POLLOCK FISHERY**

**Prepared by
National Marine Fisheries Service
Alaska Region**

January, 2000

INTRODUCTION

On October 21, 1998, the President signed into law the American Fisheries Act (AFA), which imposed major structural changes on the Bering Sea and Aleutian Islands Management Area (BSAI) pollock fishery which is managed by National Marine Fisheries Service (NMFS), Alaska Region. These changes include:

(1) A new formula to allocate the **BSAI pollock TAC** between the CDQ program and the inshore, catcher/processor, and mothership industry sectors.

(2) Non-transferrable **limited entry permits** for those catcher vessels, catcher/processors, motherships, and inshore processors eligible to participate in the non-CDQ portion of the BSAI pollock fishery.

(3) New **R&R requirements** for the BSAI pollock fishery and for processors that receive groundfish from AFA catcher vessels.

(4) New **observer coverage and scale requirements** for AFA catcher/processors, AFA motherships, and AFA inshore processors.

(5) New **regulations to govern BSAI pollock fishery cooperatives** formed under the AFA.

(6) **Harvesting restrictions** on AFA catcher vessels and AFA catcher/processors to limit effort by such vessels in other groundfish and crab fisheries.

(7) **Crab processing restrictions** on AFA motherships and AFA inshore processors that receive pollock harvested by a cooperative in a BSAI directed pollock fishery.

(8) An **excessive share harvesting cap** that prohibits any single entity from harvesting more than 17.5 percent of the BSAI pollock TAC.

(9) Extension of GOA pollock and Pacific cod **inshore/offshore allocations** until 12/31/04. This supporting statement will concentrate on the new recordkeeping and reporting requirements for the BSAI pollock fishery and for processors that receive groundfish from AFA catcher vessels.

JUSTIFICATION

1.   Need to Conduct the Information Collection.

NMFS is issuing an emergency interim rule to give immediate effect to all AFA-mandated management measures.   An emergency rule is necessary to provide an opportunity for inshore catcher vessels to form cooperatives for the 2000 fishing year. Inshore sector cooperatives will provide the inshore industry with the ability to more effectively meet the temporal and spatial dispersion objectives of NMFS's Steller sea lion conservation measures that are being published concurrently with this emergency interim rule. Without this emergency interim rule, the inshore sector of the BSAI pollock industry would be unable to form cooperatives prior to the start of the 2000 fishing year as provided for in the AFA, and would lose

a valuable method of meeting the temporal and spatial dispersion objectives of NMFS's Steller sea lion conservation measures.

In addition, emergency action is necessary to implement paragraph 211(c)(1) of the AFA, which mandates harvesting and processing restrictions (commonly known as "sideboards") to prevent AFA catcher vessels from exceeding "in the aggregate the traditional harvest levels of such vessels in other fisheries under the authority of the [Council] as a result of fishery cooperatives in the directed pollock fishery, [and] protect processors not eligible to participate in the directed pollock fishery from adverse effects as a result of the AFA or fishery cooperatives in the directed pollock fishery." Such sideboard protections must be implemented by early January, 2000, to prevent adverse economic impacts on the participants of other groundfish and crab fisheries that open in January 2000.

NMFS intends to merge this collection-of-information into 0648-0213 and 0330. To implement the provisions of the AFA, NMFS would revise existing procedures and establish new procedures for inseason management of directed fisheries to monitor catch and bycatch taken by various AFA-qualified entities, including fishery cooperatives, and to manage catch limits by AFA-qualified vessels in other fisheries. This collection also includes new observer coverage and scale requirements for AFA catcher/processors, AFA motherships, and AFA inshore processors.

2.   How, by whom, how frequently, and for what purpose the information will be used.
Catcher/Processor and Mothership Cooperative Contracts

Any contract implementing a fishery cooperative for the purpose of cooperatively managing directed fishing for BSAI pollock for harvest by the catcher/processor or mothership sectors, and any material modifications to any such contract, must be filed with the Council and with the Regional Administrator not less than 30 days prior to the start of fishing under the contract, together with a copy of a letter from a party to the contract requesting a business review letter on the fishery cooperative from the

Department of Justice and any response to such request. The submittal of a shoreside sector contract with the AFA permit application was provided for in the first emergency rule and PRA supporting statement. This statement details the elements required in each contract and expands the contract requirement to include cooperatives of catcher/processor and motherships.

Contract elements

A list of parties to the contract,
A list of all vessels and processors that will harvest and process pollock harvested under the cooperative,
The amount or percentage of pollock allocated to each party to the contract, and
Penalties to prevent member vessels from exceeding in the aggregate, a harvest of any other BSAI or GOA groundfish species or species group that is equal to the percentage of each sideboard species that NMFS has attributed to the non-exempt vessels in the cooperative in the calculation of the sideboard amount, unless an inter-cooperative agreement provides for a different distribution of sideboard harvests between AFA catcher vessels. This penalty requirement was recommended by the Council at the request of catcher vessel owners so that the catcher vessel fleet has a mechanism to prevent an uncontrolled catcher vessel race for fish for sideboard species.

Shoreside Processor Electronic Logbook Report.

To implement the provisions of the AFA, NMFS must monitor daily pollock harvests and sideboard species harvests on a vessel-by-vessel basis in order to make timely management decisions on pollock closures and sideboard species closures. To collect this vessel-by-vessel delivery information, shoreside processors and stationary floating processors receiving deliveries of groundfish from AFA catcher vessels would be required to submit information for each catcher vessel delivery daily in electronic form. The electronic logbook software provided by NMFS has automatic features that will allow the shoreside processors and stationary floating processors to effect file transfer by computer modem to the NMFS communication server with a modem or file transfer can occur as an attachment to an e-mail message. A dated return-receipt would be generated and sent by NMFS to the processor confirming receipt and acceptance of the report. Processors must retain the return receipt as proof of report submission.

Information entered once (at software installation) or whenever it changes
Shoreside processor name
ADF&G processor code (Alaska State intent-to-operate number)
Federal processor permit number

Processor e-mail address
State port code
Name, telephone and FAX numbers of representative.

Information entered automatically by computer
Date
Last sent date
Last modified date and time
Date report printed
Species name (translated from species code)
Totals of species weights
Totals of species numbers
Total daily production (in lb)
Total daily production by BSAI and GOA (in lb)
Federal reporting area (translated from ADF&G statistical area)
Product description (translated from product code)
BSAI and GOA product division (translated from ADF&G statistical area and Federal reporting area)
Alpha gear code (translated from numerical gear code)

Information entered daily:
Indicate if no deliveries or no production
Number of observers on site
Whether harvested in BSAI or GOA
Production
     Product by species code and product code
     Whether product is primary, ancillary, or reprocessed/rehandled
     Product weight (in lb or mt).

Information entered for each delivery:
Date fishing began and delivery date;
Catcher vessel name and ADF&G number;
Whether delivery is from a buying station; if yes
     Type: vessel, vehicle, or other
     Name of buying station
     Date received by buying station.
     If a vessel, ADF&G number
     If a vehicle, license plate number
     If other, description
Whether a discard DFL was received from catcher vessel
If discard DFL not received, reason given
ADF&G fish ticket number of delivery
Management program name (whether CDQ, research program,
     experimental fishery, IFQ, or AFA coop) and identifying number
Gear type of harvester
Landings
     Landed species by species code and product code
     Weight (in pounds or mt) for each species of each delivery;
Discard or disposition species by species code and product code and
     Weight (in pounds or mt) of groundfish, or PSC herring;
     or

Count (in numbers of animals) of PSC halibut, salmon, or crab
If a CDQ delivery, count of PSQ halibut;
ADF&G statistical area(s) where fishing occurred
Estimated percentage of total delivered weight corresponding to each area.

Shoreside Processor Electronic Logbook Printed Reports

The processor would be required to daily generate and retain printed output of the shoreside

processor electronic logbook report at the processing plant consisting of a Shoreside Logbook Daily

Production Report and a Delivery Worksheet. These are printouts of the electronic log, created by hitting

the PRINT button on the computer. The purpose of these printouts is so that observers and enforcement

agents can view a paper report of landings and do not have to log onto the company's computer to see the

landings data. Most processors probably prefer that observers and enforcement agents look at the paper

printouts rather than messing with the company computers. The processor must maintain copies of both of

these printouts throughout the fishing year and must make them available to observers, NMFS personnel,

and authorized officers upon request.

Delivery Worksheet
Name of processor
Management Program Name (whether CDQ, research program,
     experimental fishery, IFQ, or AFA coop) and identifying number
ADF&G fish ticket number
Catcher vessel name (optional) and ADF&G vessel number
Date fishing began
Delivery date
Gear type of harvester (alpha gear code and numerical gear code)
Landed species by species name and code and product code
Weight (in lb) of each species landed in each delivery
ADF&G Statistical area number and percentage of total delivered weight in each statistical area
Federal reporting area
Discard/disposition species by species name and code and product code
Weight of each discard/disposition species (in lb) if groundfish or PSC herring
Number (count) of each discard/disposition species if PSC halibut, salmon, or crab

Shoreside Logbook Daily Production
Processor name
Federal processor permit number
ADF&G processor code (Alaska State intent-to-operate number)
Date
Last sent date

6

Last modified date
Number of observers on site
Indicate if no production and/or no deliveries
BSAI and GOA Products by species code and product code
Whether product is primary, ancillary, or reprocessed/rehandled
Product weight in pounds

Catcher Vessel Cooperative Pollock Catch Report. The designated representative or cooperative

manager of each inshore catcher vessel cooperative is required to submit catch reports detailing each

delivery of pollock harvested under the allocation made to that cooperative within one week of the date of

delivery. This information is necessary so that NMFS may monitor cooperative fishing activity and

enforce pollock allocations. Two options are available to cooperatives for submittal of the catch report: (1)

an electronic data file in a NMFS-approved format, or (2) by FAX.

Catcher Vessel Cooperative Pollock Catch Report

No form exists for this report, but the participants must submit the following data elements.

Co-op account number
catcher vessel ADF&G number
inshore processor Federal processor permit number
delivery date
amount of pollock (in lb) delivered plus weight of at-sea discards
ADF&G fish ticket number.

Scales Documentation

NMFS would extend OMB 0648-0330 which currently applies to processors of CDQ fish (see 50 CFR

part 679.28(b) and (d) and 50 CFR part 679.62) to include also AFA processors. The requirements

include reports, scales, observer sampling stations, and bins for volumetric estimates approved by NMFS.

These requirements would be extended to AFA catcher/processors that all groundfish harvested by AFA

catcher/processors be weighed on NMFS-approved scales and extended to AFA motherships that receive

and process unsorted pollock in a manner similar to AFA catcher/processors. In order to be approved by

NMFS a scale used to weigh catch at sea must meet certain type evaluation requirements and the initial

inspection and annual reinspection requirements. Once a scale is installed on a vessel and approved by

NMFS for use to weigh catch at sea, it must be reinspected annually, tested daily and meet the maximum

permissible error (MPE) requirements.

Inspection of at-sea scales. An inspection is a visual assessment and test of a scale after it is

installed on the vessel and while the vessel is tied up at a dock and not under power at sea to determine if

the scale meets all of the applicable performance and technical requirements. Scale inspections by

inspectors paid by NMFS will be conducted on vessels tied up at docks in Dutch Harbor, Alaska, and in

the Puget Sound area of Washington State. A scale will be approved by the inspector if it meets all of the

applicable performance and technical requirements. Each scale must be inspected and approved before the

vessel may participate in an AFA fishery. Each scale must be reinspected within 12 months of the date of

the most recent inspection. Scales must be inspected by a scale inspector authorized by NMFS. The time

and place of the inspection may be arranged by contacting the authorized scale inspectors at least 10

working days in advance of the requested inspection.

Scale Inspection Request

Name of the vessel and the name of the company owning the vessel
Mailing address, telephone number, and fax number of the person submitting the application
The exact location where the vessel will be found at the time of the inspection
Name and telephone number for a contact person onboard the vessel
The requested inspection date and the date the inspection request was submitted
Location of vessel where sampling station inspection is requested to occur, including street
    address and city;
A phone number onboard the vessel where the inspector may be reached during the inspection
The manufacturer and model number of each scale to be inspected
Whether or not a scale repair company will be on site at the time of the inspection
The name of the repair company
A contact person at the repair company and their phone number.

Scale inspection report. A scale is approved for use when the scale inspector completes and signs

a scale inspection report form verifying that the scale meets all of the requirements. The original of the

inspection report is given to the vessel owner and a copy to NMFS. The vessel owner must maintain a copy of the scale inspection report on board the vessel at all times when the processor or vessel is required to use a scale and must be made available to the observer, NMFS personnel or an authorized officer, upon request.

At-sea scale tests and test reports. The vessel operator must test each scale or scale system used to weigh total catch one time during each 24-hour period in which AFA fish are weighed on the scale to verify that the scale meets the maximum permissible error (MPE). For belt scales and automatic hopper scales, the MPE is plus or minus 3 percent of the known weight of the test material. For platform and hanging scales, the MPE is plus or minus 0.5 percent of the known weight of the test material. Reports must be printed at least once each 24-hour period in which the scale is being used to weigh catch or before any information stored in the scale computer memory is replaced. The haul or set number recorded on the scale print-out must correspond with haul or set numbers recorded in the processor's DCPL. Scale weights must not be adjusted by the scale operator to account for the perceived weight of water, mud, debris, or other materials.

Printed reports of catch weight and cumulative weight. NMFS would require that all AFA catcher/processors and motherships daily print and retain onboard the vessel for the duration of the fishing year the scale printouts of total weight of each haul or set. It is estimated that one roll of paper used by the scale would be required for scale printouts. The printouts must be made available to observers, NMFS personnel, or an authorized officer at the time printouts are generated and thereafter upon request for the duration of the fishing year. In addition, printed reports must be retained by the vessel owner for 3 years after the end of the year during which the printouts were made. All printed reports from the scale must be signed by the vessel operator.

Inspection and inspection report of the observer sampling station. Each observer sampling station must be inspected and approved by NMFS prior to its use for the first time and then one time each year

within 12 months of the date of the most recent inspection with the following exceptions. If the observer sampling station is moved or if the space or equipment available to the observer is reduced or removed, the observer sampling station inspection report issued under this section is no longer valid, and the observer sampling station must be reinspected and approved by NMFS. Inspection of the observer sampling station is in addition to inspection of the at-sea scales by an authorized scale inspector. The time and place of the inspection may be arranged by submitting to NMFS a written request for an inspection. Inspections will be scheduled no later than 10 working days after NMFS receives a complete application for an inspection. Inspections will be conducted on vessels tied up at docks in Dutch Harbor, Alaska, and in the Puget Sound area of Washington State.

An observer sampling station inspection report, valid for 12 months from the date it is signed by NMFS, will be issued to the vessel owner if the observer sampling station meets the requirements. The vessel owner must maintain a current observer sampling station inspection report on board the vessel at all times when the vessel is required to provide an observer sampling station. The observer sampling station inspection report must be made available to the observer, NMFS personnel, or to an authorized officer upon request.

Certified bins for volumetric estimates of catch weight. Complete bin certification documents must be submitted to the Regional Administrator prior to harvesting or receiving groundfish from a fishery in which certified bins are required and must be on board the vessel and available to the observer at all times.

AFA Annual Reports.

Each AFA fishery cooperative must submit annual preliminary and final written reports on fishing activity to the North Pacific Fishery Management Council, 605 West 4th Ave, Suite 306, Anchorage, AK 99501. The preliminary report covering activities through November 1 must be submitted by December 1 of each year and the final report must be submitted by January 31 of each year.

<u>Preliminary and final written reports</u>

The cooperative's allocated catch of pollock and sideboard species, and any sub-allocations of pollock and sideboard species made by the cooperative to individual vessels on a vessel-by-vessel basis;

The cooperative's actual retained and discarded catch of pollock, sideboard species, and PSC on a area-by-area and vessel-by-vessel basis;

A description of the method used by the cooperative to monitor fisheries in which cooperative vessels participated; and

A description of any actions taken by the cooperative to penalize vessels that exceed their allowed catch and bycatch in pollock and all "sideboarded" fisheries.

3.   **Use of improved technology to reduce burden.**

To implement the provisions of the AFA, NMFS must monitor daily pollock harvests and

sideboard species harvests on a vessel-by-vessel basis in order to make timely management decisions on

pollock closures and sideboard species closures. To collect this vessel-by-vessel delivery information,

shoreside processors and stationary floating processors receiving deliveries of groundfish from AFA

catcher vessels are required to submit information about those deliveries daily in electronic form. The

shoreside processor electronic logbook report is designed to provide NMFS with the detailed information

needed to manage fisheries under the AFA while reducing the recordkeeping and reporting burden on

industry. Shoreside processor electronic logbook software to record and submit this information may be

obtained free of charge from NMFS Alaska Region (see ADDRESSES or http://www.fakr.noaa.gov).

The shoreside processors that process AFA pollock are large enough to be subject to observer coverage.

Regulations at 679.50(f)(2) concern observer coverage at a shoreside processor including communication

requirements for hardware and software for the observer's use. When the regulation was written, it was

understood that the observer and the processor might use the same computer. In fact, the observer uses a

computer set aside for his/her use and the processor maintains a separate computer and computer files for

business purposes. NMFS does not anticipate that any shoreside processor participating in the AFA

pollock would need to purchase a computer for the electronic logbook. The minimum hardware and

operating system requirements for the NMFS electronic reporting shoreside logbook system are:

A personal computer (PC) with Pentium or equivalent processor,

Windows 95, 98, or NT operating system (or equivalent),

At least 16 megabytes of RAM (Windows 95) or 32 megabytes of RAM (Windows 95, NT),

At least 75 megabytes of free hard disk storage, and

Telephone modem or internet connection.

As a alternative to the NMFS-provided shoreside processor electronic logbook software, processors may use privately developed software approved by NMFS that conforms to NMFS electronic logbook software specifications. These software specifications are available from NMFS Alaska Region upon request.

4 and 5. Efforts to identify duplication and Methods to minimize the burden on small entities.

The proposed collection-of-information does not impose a significant impact on small entities. The shoreside processor electronic logbook report is designed to provide NMFS with the detailed information needed to manage fisheries under the AFA while reducing the recordkeeping and reporting burden on industry. Shoreside processors and stationary floating processors that use the shoreside processor electronic logbook report would not be required to maintain the paper daily cumulative production logbook (DCPL), submit weekly production reports (WPRs), and if the processor is processing CDQ fish, submit CDQ delivery reports. In addition, the processor would not be required to submit quarterly DCPL logsheets to NMFS.

The proposed rule would allow shoreside processors and stationary floating processors that do not receive groundfish from AFA catcher vessels to voluntarily use NMFS-approved shoreside processor electronic logbook software in lieu of existing DCPLs, and WPRs, with the approval of NMFS Alaska Region.

6.   Consequences to Federal program activities if the collection were conducted less frequently.

If the information were not collected, NMFS would be unable to implement the socioeconomic

goals and objectives of the AFA, the Magnuson-Stevens Fishery Management and Conservation

Act (Magnuson-Stevens Act), and the FMPs.

7.   Special circumstances.

No special circumstances exist.

8.   Public comment or consultation on the information collection.

The NMFS Alaska Region will submit a an interim emergency rule for publication in the Federal

Register simultaneously with this request followed by a final rule. NMFS presented the proposed

requirements at the April and June 1999 meetings of the North Pacific Fishery Management Council and

provided an opportunity for public comment. In addition, NMFS held a 3-day workshop with pollock

industry representatives in Seattle, Washington, from May 17-19, 1999 to develop the basic structure of

the program.

9.   Payment or gift to respondents.

No payment or gift is provided under this program.

10.   Assurance of confidentiality provided to respondents and the basis for this assurance in

statute, regulation, or agency policy.

The information collected is confidential under section 402(b) of the Magnuson-Stevens Act (16

U.S.C. 1801, et seq.). It is also confidential under NOAA Administrative Order 216-100, which sets forth

procedures to protect confidentiality of fishery statistics. These procedures have been implemented under the NMFS Operations Manual entitled, "Data Security Handbook for the Northwest-Alaska Region, National Marine Fisheries Service."

11.   Collection of information of a private and sensitive nature.

This information collection does not involve information of a sensitive nature.

12/13/14. Total burden hours and annual costs of the collection-of-information for respondents

and Federal Government.

No capital or significant start-up costs are associated with this collection-of-information. A computer is required for the electronic logbook system, but is already on the premises for use by observers. Miscellaneous costs associated with the collection of information include mailing materials and a binder. Total burden hours are 195 and annual miscellaneous costs are $140 (see Table 1).

15.   Program changes or adjustments.

This is a new collection-of-information.

16.   Plans for tabulation and publication.

The results of this collection-of-information will not be published.

17.   Expiration date for OMB approval of the information collection.

In accordance with OMB requirements, the control number and expiration date of OMB approval will be shown on all forms associated with this program. The OMB number and expiration date will be displayed on the opening screen of the electronic logbook system.

18. **Exception to the certification statement.**

No exceptions to the certification statement exist.

Table 1.   Summary of Total Burden Hours and Annual Costs of the Collection-of-information for Respondents and Federal Government (sheet 1 of 3)

Application Description	Respondent			Federal Government	
	Time (hr)	Personnel Cost ($)	Miscellaneous Cost ($)	Time (hr)	Personnel Cost ($)
Cooperative Contract Submittal to Council & NMFS					
Number of respondents	11				
Number responses per respondent	1				
Total annual responses	11			11	
Estimated hours per response to submit contract	5 min			5 min	
Total response hours	1			1	
Personnel cost per hour (average wage equivalent to a GS-7 employee in Alaska, including COLA)		20			20
Total personnel cost		20			20
Annual postage (.35 x 11x2=7.70)			8		
Annual photocopy (10 pg x .10 x 11x2=22)			11		
Total miscellaneous cost			30		
Shoreside processor electronic logbook					
Number of respondents	8				
Number responses per respondent	80				
Total annual responses	640			640	
Daily estimated hours per response complete & print reports (30 min) electronically submit (5 min)	35 min			15 min	
Total response hours	373			160	
Personnel cost per hour (average wage equivalent to a GS-7 employee in Alaska, including COLA)		20			20
Total personnel cost		8,000			3,200

Application Description	Respondent			Federal Government	
	Time (hr)	Personnel Cost ($)	Miscellaneous Cost ($)	Time (hr)	Personnel Cost ($)
Mothership & catcher/processor at-sea scale inspection					
Number of respondents	3				
Estimated hours per response (260/60)	4				
Request scale inspection from NMFS (2 min)					
Retain scale inspection request (1 min)					
Print record of haul weight (35 days x 3 min=105 min)					
Retain scale audit trail print-out (35 days x 3 min = 105 min)					
Observer sampling station inspection request (2 min)					
Complete at-sea scale test report (45 min)					
Total response hours	12				
Personnel cost per hour (average wage equivalent to a GS-7 employee in Alaska, including COLA)		20			
Total personnel cost					
Total miscellaneous cost		240	90		
Print $25 per roll of paperx3=75) and retain print-outs in 3-hole notebook ($5x3)					
Cooperative pollock catch report					
Number of respondents	11				
Number responses per respondent	12				
Estimated hours per response	5 min				
Total response hours	11				
Personnel cost per hour (average wage equivalent to a GS-7 employee in Alaska, including COLA)		20			
Total personnel cost		220			

Table 1. Summary of Total Burden Hours and Annual Costs of the Collection-of-information for Respondents and Federal Government (sheet 3 of 3)

Application Description	Respondent			Federal Government	
	Time (hr)	Personnel Cost ($)	Miscellaneous Cost ($)	Time (hr)	Personnel Cost ($)
Cooperative preliminary report					
Total annual responses	11				
Estimated hours per response	8				
Total response hours	88				
Personnel cost per hour		20			
(average wage equivalent to a GS-7 employee in Alaska, including COLA)					
Total personnel cost		1,760			
Annual postage (.35 x 11x2=8)					
Annual photocopy (10 pg x .10 x 11=$2)					
Total miscellaneous cost			10		
Cooperative final report					
Total annual responses	11				
Estimated hours per response	8				
Total response hours	88				
Personnel cost per hour		20			
(average wage equivalent to a GS-7 employee in Alaska, including COLA)					
Total personnel cost		1,760			
Annual postage (.35 x 11x2=8)					
Annual photocopy (10 pg x .10 x 11=$2)					
Total miscellaneous costs			10		

National Marine Fisheries Service

Electronic Reporting System
Version 2

January 14, 2000

Shoreside Processor Logbook
User's Guide

TABLE OF CONTENTS

Introduction

Throughout this manual this version of the "NMFS Electronic Reporting System" will be referred to simply as the "ER System V2" or the "shoreside logbook". This distribution of ER System V2 is for shoreside processors (including processor vessels that operate as state waters motherships). A separate distribution of the ER System is available for processor vessels operating in the EEZ.

The ER System was developed by NMFS to allow processors to submit Federal reports to NMFS by electronic means, as opposed to filling in blank forms and faxing them to Juneau. The ER System is intended to help processors by making the reporting process simpler and more accurate. The ER System also helps NMFS because the data is automatically entered into the NMFS database. This automatic data entry eliminates possible data entry errors when NMFS staff processes reports and enters data.

System Requirements

The ER System V2 requires a computer running Windows 95, 98, NT, or compatible operating system.

Electronic transmission of data files requires a modem or compatible device or a messaging system such as internet email or Inmarsat C.

Technical Support

If you encounter any problems installing the software or in using the system please call (907) 586-7085 and ask for electronic reporting technical support, or you can e-mail er.help@noaa.gov

How to obtain ER software

NMFS will mail you an ER System V2 installation CD upon request. Call the NMFS Juneau office at (907) 586-7228, the NMFS Dutch Harbor office at (907)581-2062, or the NMFS Kodiak office at (907) 481-1781 to make arrangements to get an installation CD. You can also download the ER system software from the NMFS homepage at www.fakr.noaa.gov.

Installing the ER System V2 from CD . . . .

This software requires Windows95, 98 or WindowsNT, and is provided in Compact Disc (CD) format.

1) Close all other applications.

2) Make sure that a previous installation of the ER System V2 is not already installed on your machine. If a previous installation has been done, it **MUST** be removed before you install again. Please refer to the section on Uninstalling ER System Software.

ER System V2 may be installed on a computer with the previous version of ER software (Version 1.5). You may wish to regain version 1.5 if you want to access 1998 or 1999 data that were entered with that version.

3) Run the Setup.exe program from the ER Version 2 CD. One way to locate and run this program is:

   a) Click on the START button in the lower left corner of the screen, and highlight the PROGRAMS menu.

   b) Choose "Windows NT Explorer" or "Windows Explorer" from the menu.

   c) From the "Explorer" screen, click on "My Computer" in the top left side of the screen.

   d) In the contents of "My Computer", check to see which disk drive is labelled CD-ROM.

   e) Place the NMFS Electronic Reporting System CD-ROM in the CD drive of your computer, and close the CD drive door.

   f) Click on the CD-ROM's disk drive in the left hand side of your screen. This will cause all the files on the CD-ROM to be listed on your screen.

   g) Scroll down the list of files an double-click on a file named "setup.exe". This will start the installation procedure.

   4) The first screen you see should be a reminder to exit all other software before attempting installation of ER. Click OK.

   5) You are prompted for your Alaska Federal Fisheries Permit Number. Enter the 4 digit number that identifies your processor. This number is found on your Federal fisheries or processor permit.

   6) The next screen will request that your specify a destination directory for installing this software. It is recommended that you accept the default directory of C:\Program Files\ER Client2\. Click the big button to accept this default directory.

   7) The next screen should say that the program has installed sucessfully,

   8) To start up the ER System, push the START button in the lower left corner, click on PROGRAMS, and from the menu list under PROGRAMS, click on ER Client 2.

Installing the ER System from the Internet

The NMFS Electronic Reporting client software can be downloaded from the Electronic Reporting Homepage 'http://www.fakr.noaa.gov/nmfs_er/'.

Steps to download the ER system:

1. Create a temporary folder (directory) named **C:\ERTemp**. Files will be downloaded to this folder.

2. Go to the Electronic Reporting screen at the NMFS Homepage: http://www.fakr.noaa.gov/nmfs_er/

3. There is a blue hypertext area to click: ERV2Elog.EXE

This will download the NMFS Electronic Reporting client software Version 2 for shoreside processors.

Processor vessels should download the file ERV2Vess.EXE

These are compressed, self-extracting files.

4. In MS Internet Explorer, the 'Save As' screen will appear. Make certain that the ERTemp folder is selected. You will have to select ERTemp yourself. Then press Save.

6. After the software is downloaded, you need to decompress the files. Run the self-extracting file by double-clicking on its name. The files will extract to the same directory (ERTemp).

7. After the files are decompressed, you need to run the file 'Setup.exe', which is part of the ER software. To run the file 'Setup.exe', click the **Start** button on the task bar, then press **Run**. Type in: **C:\ERTemp\setup.exe** then press **OK**. Follow steps 4-8 of the CD installation listed above.

Uninstalling ER System Software

It may be necessary to uninstall and re-install the ER System software. Before uninstalling, make sure that you have a current backup of your ER database. Check with NMFS to make sure that the data associated with your current ER System software will not be lost if you have any question about the correct procedures.

To uninstall the ER System Software, click on the START button in the lower left corner of your screen, then click on SETTINGS, CONTROL PANEL, and finally on ADD/REMOVE programs. Follow the prompts to remove the entire ER System software. After removing the ER System software, it is a good idea to look in the directory where it was previously installed and check to make sure that all of the files in that folder have been removed. Now it is safe to re-install the ER System software in the same folder.

Starting the system

To start the ER System software click the Start button at the bottom left corner of the screen, then highlight Programs. Click on the 'ER Client 2' item in the Programs list and the software will start.

After installation of the electronic shoreside logbook program and upon double clicking the program icon to run, the login screen appears for the first time. The 'User' line contains "Admin". There is no password and by pressing enter you will proceed to the Main Menu. From the Main Menu choose the database tab and edit 'user/password' to enter a password for the Admin user or to add other users to the system.

Main Menu

The following screen will display. There are 4 tabs on the lower left of the screen labeled About, Database, Transmit and Communications Settings. On the form's right side is 'Current Report Type' which is where you select the Report type you want to work with. The 'About' tab is the default (shown below). It displays the software version number, which is usefull for technical support.
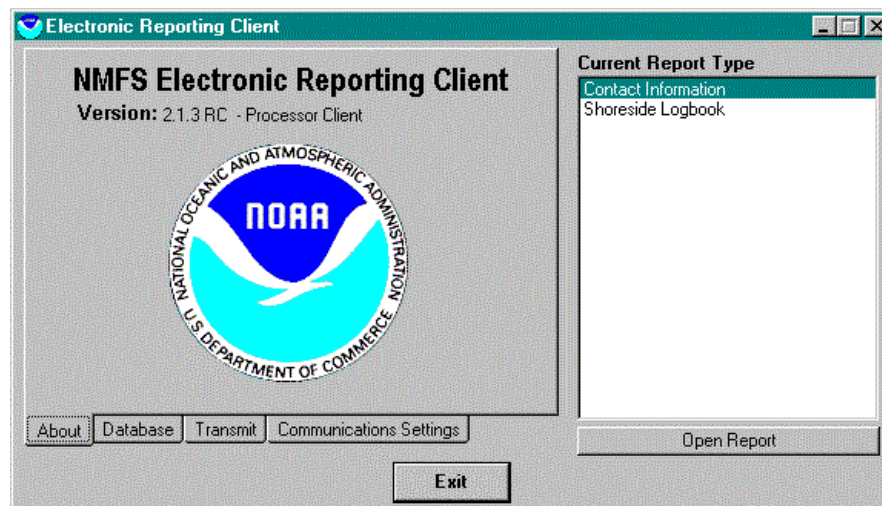
Database Tab

The Database tab displays the name and location of the System and Client Databases. The System database contains the account names and passwords for the ER system. The Client database contains all the report data. The button to the right of the database name can be used to locate and select a different database. There are also command buttons to Backup, Restore, Compact, and Migrate the database. You can also Edit User accounts and passwords or Logon as a different User.
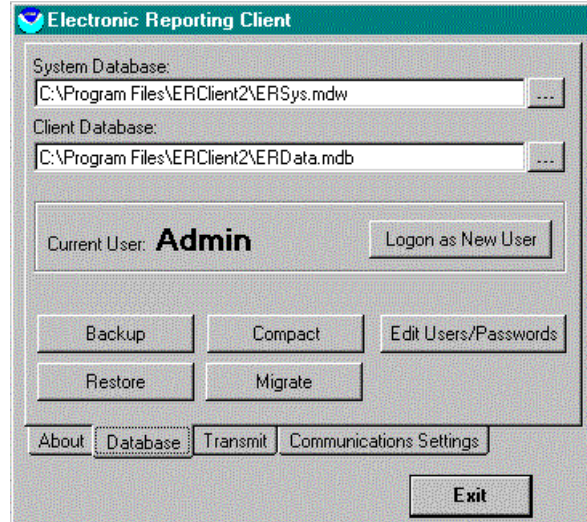
COMPACT: When records are deleted from an Access database, they are marked for deletion, which means they remain in the database but you can't see them. This gives the ability to recover deleted records at a later date. If you are certain you will never want to recover deleted records, you can eliminate the records marked for deletion by 'compacting' your database. This will reduce the size of the database and free up disk space.

BACKUP: This makes a backup copy of the database. Backups should be done daily, so that in the event that the database must be restored (see RESTORE below) the amount of data that would have to be re-entered would be limited to the most recent day. By default, the letters "BK" will be added to the beginning of the file name and it will be copied into the same folder as the existing database, unless the user chooses to place it into a different folder.

RESTORE: This copies a backup database over your database. The backup copy will 'restore' the database to its former condition. This would be done if there were a problem with the existing database.

MIGRATE: This feature is used to migrate a database from one version of ER System V2 to a later upgrade. It can be used by shoreside logbook Beta testers to migrate their data to the current released version.

TRANSMIT TAB
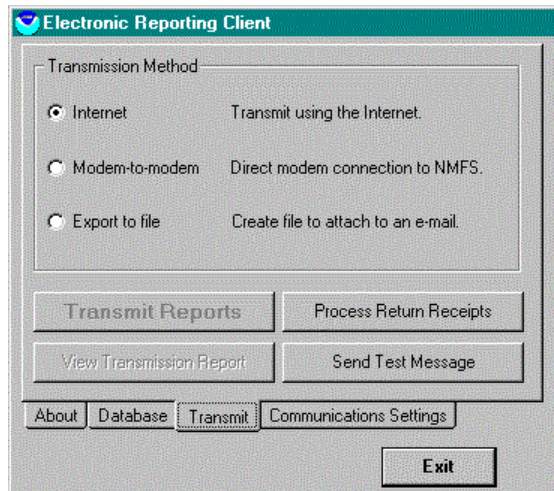
Select your transmission method from the three buttons. Reports can be transmitted automatically using internet E-mail if your system is configured with a network or dial-up connection to the internet and an internet E-mail host. Select Modem-to-modem if you wish to transmit files directly to the NMFS host computer by connecting over the phone system. Your system must have a compatible modem and telephone connection to use this option. To transmit a report using a messaging system such as Inmarsat C, select Export to file, which will create a data file in the Output directory. This file can be attached to an Inmarsat C message and sent to NMFS. This text file will reside in the Output Directory.

After reports have been sent to NMFS a return receipt is generated by NMFS that acknowledges receipt of all reports sent in a single transmission. The return receipt will be sent to you as an attachment to an e-mail message . The return receipt attachment must be placed in the "Return Receipt Directory" of the ER software. The directory path (by default: c:\Program Files\ERClient2\) can be seen on the "Communications Settings" tab of the ER software. Once the return receipt is in the "Return Receipt Directory", push the "Process Return Receipts" button to process the receipt and produce the Transmission History report.

The 'Send Test Message' button is used to send a test message to NMFS to determine if communications are working correctly.

Communications Settings Tab

The Communications Settings tab contains configuration parameters used in transmitting reports to NMFS. This is where you establish (change) phone numbers, modem and port settings. The Return Receipt and Output directories are the directory locations on your system for outgoing reports and for return receipt files sent by NMFS.

The system default parameters will work in most cases.
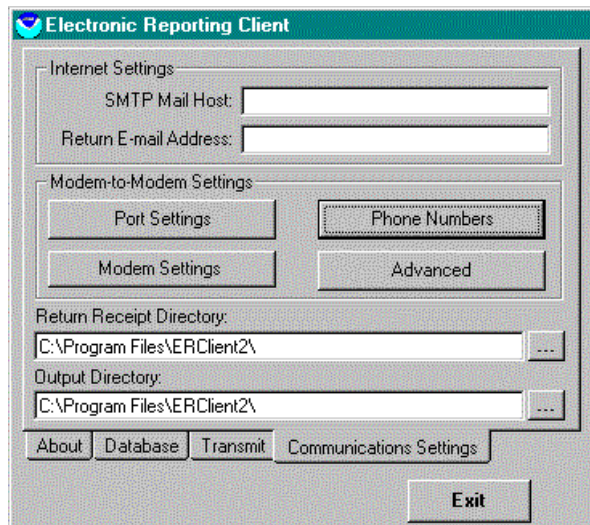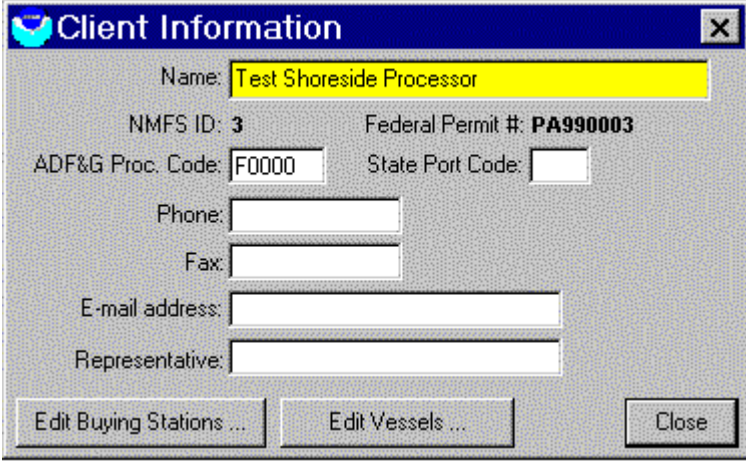
Current Report Type

The Electronic Reporting System supports several types of reports. They are displayed in the Report Type window on the right side of the Main Menu. To open a report type, you highlight the report, then click the 'Open Report' button or double-click on the report type name.
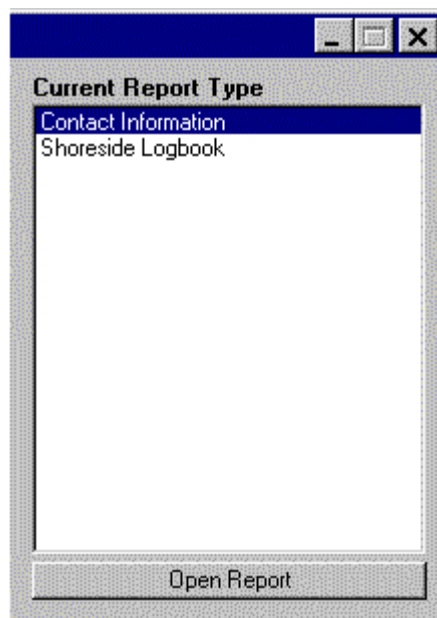
Client Information

If you select Client Information this screen will appear. It contains information about your company. Please make sure all lines are filled out. The e-mail address is used to send return receipts back to you. The representative should be the person we need to talk to should there be questions with the reports. From this screen you can also access the Buying Stations and Vessels. If you're receiving fish from a Buying Station the Buying Station information must be entered through the 'Edit Buying Station' tab before delivery information can be entered. Entering a list of the catcher vessels you take deliveries from will simplify data entry for deliveries and make the catcher vessel name available on reports.

Client Information

Name: Test Shoreside Processor

NMFS ID: **3**   Federal Permit #: **PA990003**

ADF&G Proc. Code: F0000   State Port Code:

Phone:

Fax:

E-mail address:

Representative:

Edit Buying Stations ...   Edit Vessels ...   Close

Buying Stations

This is the screen to enter Buying Station Information. It will create one record for each Buying Station.

Click the New button to enter a buying station record.

To page through all the Buying Stations, click the arrow buttons near the bottom of the screen.
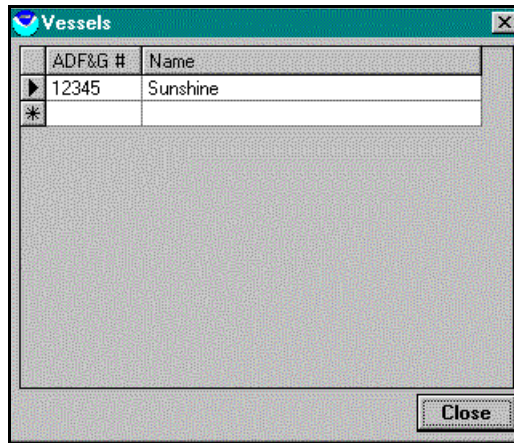
Vessels

Enter the ADF&G number and name for each catcher vessel you take deliveries from. This builds a database of catcher vessels that you can pick from when entering delivery information.

Shoreside Logbook

Daily Log Tab
There are three tabs at the top of the Report List . The Daily Log Tab displays a calendar. Each date displays a colored icon to indicate the presence of Daily Log records on that date.

Red Question Mark Icon:
Daily log information has never been entered or is not complete for this day. To be complete, at least one delivery and one product must be entered OR the corresponding No Deliveries or No Production flag must be set.

Mail Box Icon
Daily log information has been entered and the information will be transmitted on the next transmission OR a record that has been sent has been revised and the revised information will be sent in the next transmission.

No Icon
Daily log information entered and sent or the day hasn't happened yet (future date).

Deliveries Tab

The Deliveries Tab displays a list of all the deliveries. From this screen you can use the buttons at the bottom of the screen to create a new delivery, edit a current delivery, delete a delivery, or retransmit a delivery. You click on an existing Delivery to select it and double-click to open or single click to select followed by one of the action buttons, Retransmit, delete or edit. The sent date is filled in when the report is transmitted to NMFS. The Transmit? checkbox indicates whether a report contains new or edited data and will be transmitted to NMFS. It is for information purposes only, and cannot be set by the user.

Filter Tab

The Filter Tab allows you to select reports by date range, making it easier to locate reports on the Deliveries tab. The default is "All" reports, but you may wish to set it to present only recent reports on the list. You can select the 'Custom' option button to enter your own custom dates. You can also make selections for individual vessels by highlighting the one you want to view, then select the appropriate tab. The vessels that appear on this list are those that you entered under the "Contact Information" report.

Product and Discards

This is the Shoreside Logbook Products/**Plant** Discards entry screen. To enter Bering Sea or Gulf of Alaska data select the appropriate tab BSAI or GOA and enter the species, whether the product is primary, ancillary or reprocessed, the product code and weight for each product made that day. To enter or edit Delivery data , click on the button 'Deliveries'. Units of measure may be in pounds or metric tons. You can change the units of measure and all data are recalculated and displayed in the selected units. If there were no deliveries or production for the day you may mark the 'No Deliveries' and/or 'No Production' boxes by using the left mouse button to click the appropriate check box.

Shore Log Deliveries List

This is the Shore Log Deliveries screen. After Deliveries are entered, each Delivery Report will be displayed as a line in a grid. (In this example there are no Deliveries.) To add a delivery, you would click on the button 'New Delivery'. After reports are entered the 'Edit Delivery' and 'Delete Delivery' buttons will be enabled. To return to the Products screen click on the 'Products' button.

Shore Log Delivery Reports

When entering delivery information the delivery date automatically defaults to the current date. You may change the date in both 'Delivery Date' and 'Date Fishing Began' by using the +and – keys or by typing in the date. The "down-arrow" button on the date control brings up a small calendar that you can use to pick a date. The vessel ADF&G # can be typed in or use the "down arrow" button to select a vessel from the database you entered information into under Client Information, 'Edit Vessels'. If the delivery was made by a Buying Station, mark the box using the left mouse button or by hitting the space bar then use the down arrow key to select the appropriate Buying Station. The Buying Station information must be originally input through the Client Information, 'Edit Buying Stations tab. If a discard report was received, mark the box by clicking the left mouse button or space bar. If you didn't receive a discard report mark one of the choices provided by using the left mouse button or use the arrow keys. When entering a Delivery, you may need to access the Buying Station screen and the Fish Ticket Information screen. They are described below.

Fish Tickets

After you press the Fish Ticket Information' button on the Delivery form, this screen appears. In many cases, a delivery will have only one fish ticket, but in some cases – such as landings with both CDQ and IFQ fish, or an IFQ landing with the catch distributed among multiple permit holders, there may be multiple Fish Tickets for the delivery. You can page through each record by pressing the arrow buttons at the lower left of this screen. To enter Discards or Landings, select the correct tab near the center of the screen. Start by entering the fish ticket number (example: G97), hit tab and enter the rest of the number making sure there are six places filled out in the box (example: 001234). Enter the gear type by ADF&G gear code number as shown on the fish ticket or use the down arrow to select one. Tab to 'Management Plan'. Use the down arrow and select the program or type in the first letter of the appropriate program and the system will fill in the rest. **If you are not fishing in one of the listed Management Programs then leave this box and the Account/Permit # box blank** If you are fishing in a listed program enter the 'Account/Permit' number (e.g. IFQ permit number, CDQ group number (51…56), AFA inshore Coop number (101…108)). From this screen you click the 'Statistical Area Worksheet' button to enter 6-digit ADF&G Statistical Areas.

Statistical Areas

The Statistical Area screen is accessed from the Fish Ticket screen. Enter the 6-digit State Statistical Area code and the percentage of catch for that area. The system will provide the NMFS federal reporting area. The percentage must total 100% before leaving the worksheet. Once completed hit the close button to leave the screen.

Enter the Landings and Discard/Donated information for each species under the appropriate tabs.

Printed Reports

Two printed reports are available from the system, one report for daily information and products, the other for delivery worksheets. These reports should be printed and maintained as official company records, subject to inspection by fisheries enforcement personnel. A Print Preview option is available from the File menu for each report so it can be viewed prior to printing.

The Daily Production Report is printed from the Shoreside Logbook "Products/Plant Discard" screen. To print the report, Click on the Printer Icon (or select File-Print from the menu bar, or Ctrl-P from the keyboard).

The Delivery Worksheet is printed from the "Fish Ticket Information" screen. To print the Delivery Worksheet, Click on the Printer Icon (or select File-Print from the menu bar, or Ctrl-P from the keyboard).

Index

PUBLIC REPORTING BURDEN STATEMENT

Public reporting burden for the recordkeeping and reporting requirements described in this document are given below and include the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to: NOAA National Marine Fisheries Service, Alaska Region, Attn: Assistant Regional Administrator, Sustainable Fisheries Division, P.O. Box 21668, Juneau, AK 99802 .

Cooperative Contract		Cooperative preliminary report	8 hr./response
Submittal to Council & NMFS	5 min./response	Cooperative final report	8 hr./response
Shoreside processor			
electronic logbook	35 min./response		
Mothership & catcher/processor			
at-sea scale documentation	4 hr./response		
Cooperative pollock catch report	5 min./response		

_____

ADDITIONAL INFORMATION

Before completing these forms please note the following: 1) Notwithstanding any other provision of the law, no person is required to respond to, nor shall any person be subject to a penalty for failure to comply with, a collection of information subject to the requirements of the Paperwork Reduction Act, unless that collection of information displays a currently valid OMB Control Number; 2) This information is mandatory and is required to manage commercial fishing effort in the GOA and BSAI under 50 CFR 679 and under 402(a) of the Magnuson-Stevens Act (16 U.S.C. 1801) *et. seq*.); 3) Responses to this information request are confidential under section 402(b) of the Magnuson-Stevens Act (16 U.S.C. 1801, et seq.). It is also confidential under NOAA Administrative Order 216-100, which sets forth procedures to protect confidentiality of fishery statistics. These procedures have been implemented under the NMFS Operations Manual entitled, "Data Security Handbook for the Northwest-Alaska Region, National Marine Fisheries Service."

_____

<table>
<tr><td rowspan="4">

Shoreside Logbook
Daily Production

Printed on: 1/12/00
</td><td>

National Marine Fisheries Service
P.O. Box 21668
Juneau, AK 99802
Telex: 62296000
Fax: 907-586-7131
</td></tr>
</table>

Processor Name: **NORTHERN VICTOR**

Federal Fisheries Permit #: **4078**　　　　　　State Intent to Operate #: **F2345**

Date: **1/12/00**　　☐ No Production　　Last Sent Date:

Observers on Site: **1**　　☐ No Deliveries　　Last Modified Date: **1/12/00 1:48:32PM**

BSAI Products

Code	Name	Product	Description	P/A/R	Weight (lbs)
110	Pacific Cod	03	Bled fish: throat or isthmus slit for blood drainage.	P	1,000
				BSAI Total:	**1,000**

GOA Products

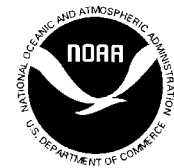| Code	Name	Product	Description	P/A/R	Weight (lbs)
270	Pollock	01	Whole fish/food.	P	2,000
				GOA Total:	**2,000**

　　　　　　　　　　　　　　　　Total Daily Production:　　　**3,000**

NOTE: This form displays sample data only.

Delivery Worksheet	National Marine Fisheries Service Sustainable Fisheries Division P.O. Box 21668 Juneau, Alaska 99802-1668 FAX 907-586-7131 Ph. 907-586-7228	NOAA

Fish Ticket	Management Program	Account	Catcher Vessel ADFG	Date Fishing Began	Delivery Date
G99123456	AFA	101	12345	1/9/00	1/12/00

Catcher Vessel Name

Hello

		Federal Gear	State Gear
		PTR	47

Shoreside Processor

NORTHERN VICTOR

Name   **Buying Station**   ADF&G or DMV

Landings

SpeciesName	Specie Code	Product	Weight (pounds)
Pacific Cod	110	01	23,000
		Total Weight:	23,000

Statistical Areas

State	Percentage	Federal
565600	100	620
Total:	100	

Discards

SpeciesName	Specie Code	Product	Weight (pounds)	Count
Pacific Cod	110	98	110	
		Total Weight:	110	

NOTE: This form displays sample data only.